

BUILD IT GREEN

GOVERNMENT RELATIONS MANAGER

Build It Green (Build It Green) seeks a Government Relations Manager to manage and expand participation in Build It Green's Public Agency Councils and support local government programs and policies through comprehensive training and education. The Government Relations Manager reports directly to the Executive Director.

Build It Green is a professional non-profit membership organization whose mission is to promote healthy, energy and resource-efficient buildings in California. Supported by a solid foundation of outreach and education, Build It Green connects consumers and building professionals with the tools and technical expertise they need to build quality green buildings.

RESPONSIBILITIES AND DUTIES

This position requires a flexible schedule, as some responsibilities involve evening and weekend activities. The successful candidate will be expected to perform the following:

1. Create public agency outreach plan and work with Executive Director to actively engage public agencies as green building change agents; recruit public agencies as Build It Green members, sponsors, and strategic partners. Outreach plan is expected to include a visible Build It Green presence at League of California Cities events; outreach to regional Councils of Governments, Mayors' Councils, and Metropolitan Planning Organizations; and direct contact with individual agencies and opinion leaders.
2. Manage Build It Green's Public Agency Council chapters in the Bay Area, Southern California and the Central Valley, including recruiting new participants, providing strategic direction, and managing administrative support functions.
3. Build and maintain strong relationships with public agency staff, management, and elected and appointed officials.
4. Develop model policies, programs and other resources; expand and refine Build It Green's Implementation Toolkit for public agencies; research and publish white papers, progress reports, and press articles relating to green building policy in California.
5. Coordinate with Build It Green's professional training and technical staff to develop and provide training resources to elected and appointed officials, management, and staff, including planners, plan checkers, building inspectors, and resource specialists (e.g., energy, water, stormwater, recycling).
6. Coordinate with other program managers to facilitate public agency participation and support for GreenPoint Rated, Green Home Tours, professional trainings, and other Build It Green programs
7. Manage Program Associate and Intern.
8. Assist fellow Build It Green staff on all programs as needed.

QUALIFICATIONS AND EXPERIENCE

1. Hands-on experience in local government, either as a planner, building official, manager, or elected or appointed official; detailed knowledge of public agency budget processes, policy-making processes, land use planning functions, and building plan review and permitting processes.
2. Proven ability to navigate among divergent political interests and manage relationships with competing political partisans in a professional, ethical, and nonpartisan manner.

3. Proficient organizational and strategic skills.
4. Strong writing, public speaking, and interpersonal communication skills; friendly, outgoing nature and an eagerness to serve Build It Green clients, partners, and the public interest.
5. Experience in budget management.
6. Knowledge of green building design, construction strategies, technologies and materials and the ability to articulate the environmental, health, and economic benefits of green building.
7. Self-sufficient office skills: ability to work with MS Word, MS Excel, MS PowerPoint and Windows operating systems. Access (or other database) experience is preferred.
8. A proven commitment to addressing a variety of environmental and public health issues through green building and an appetite to learn more about the rapidly evolving field.

EDUCATION AND BACKGROUND

Baccalaureate degree from an accredited college or university degree in related field AND at least five years of progressively increasing responsibility related to public policy and other duties similar to those described for this position.

SALARY AND BENEFITS

The Government Relations Manager is a full-time position. Salary is based on qualifications and experience. Build It Green offers a competitive benefits package including medical, dental, and vision insurance, employer matching 403(b) retirement plan, paid holidays, and paid annual leave.

If you are interested in applying for this position, please submit a résumé with references, a letter of interest, and a writing sample (five pages maximum) to the Build It Green Personnel Committee (e-mail: admin@BuildItGreen.org). Please include the job code GR100 in the subject line when you apply.

Position open until filled. Applications will be screened for qualifications and experience AND all required application elements. Not all applicants who meet the minimum qualifications will be offered an interview.

No phone calls please.

Build It Green is an equal opportunity employer.

For more information on Build It Green, see website at www.BuildItGreen.org